

HASU 2024
ELECTIONS

HARPER ADAMS STUDENTS' UNION



SU ELECTIONS

2024

A Guide for Candidates

Introduction

We're excited that you want to be part of Harper Adams Students' Union. Being involved in the central workings of the Union is an exciting, challenging and rewarding experience.

Every student at university is automatically a member of their students' union. These organisations represent their members, help them to make communities, develop new skills, access support, provide services and employability skills and generally make sure students love their time studying.

They are democratic, not-for-profit organisations that are run by students for students.

This brief guide is for anybody thinking about standing in the elections at Harper Adams University Students' Union.

It includes information on the following:

- Positions Available
- Introduction to the Union and Elections
- Key Dates
- How to Stand for an Election
- Do's and Don'ts of Being a Good Candidate
- Budgets
- What is a Campaign
- Publicity
- Rules and Regulations
- Complaints, Appeals and FAQs
- Contact Details

If you would like any more information about the roles, please contact the Student Voice Coordinator Zena Rittenhouse, zrittenhouse@harper-adams.ac.uk or check out www.harpersu.com/elections.

All the best,

Zena Rittenhouse
Students' Union Voice Coordinator

Positions Available

Below are the positions available. The Terms of Reference for these positions are available on our website and in BYE LAW 3 of the Constitution which can be accessed online.

Although these positions have a 'term of reference' you will have the power to make the position your own and focus on the things that really matter to you and your peers.

President of the Union (Paid Full-Time Position, £22,120p/a)

1. To represent Harper Adams University students and ensure that student voice is effectively heard by university senior management, within academic and administrative structures, and externally.
2. Actively contribute to the development of the Union Strategy and objectives- identifying targets and measuring achievements as appropriate.
3. To be an active leader in advancing and promoting the agreed strategy of the Students' Union. To uphold the democratic system of the SU and be accountable to the membership.
4. To ensure that SU policies are adhered to and updated accordingly.
5. To ensure that the activities of the Union reflect the demographics of the membership and that their interests are recognised appropriately.
6. To ensure an effective social programme is in place for the academic year, ensuring activities adhere to the expected standards of the University and reflect the diversity of interests and needs of the union's membership.
7. To ensure that the SU finances are managed sustainably and in accordance with the requirements of the Charities Commission and all relevant legislation.
8. To oversee the activity and support of the Clubs and Societies of the Union, as appropriate.
9. To be the Student Governor on the Harper Adams University Board of Governors, delivering such responsibilities as defined within the governing documents (including reporting on Union activity and presenting the Union's audited accounts).

Vice-President of the Union (Paid Full-Time Position, £22,120p/a)

1. To represent Harper Adams University students and ensure that student voice is effectively heard by university senior management, within academic and administrative structures, and externally.
2. Actively contribute to the development of the Union Strategy and objectives- identifying targets and measuring achievements as appropriate.

3. To be an active leader in advancing and promoting the agreed strategy of the Students' Union.
4. To ensure effective engagement with the membership, delivering varied and appropriate communication across campus.
5. To ensure that the Union engages with and supports the student representatives within university structures (such as Academic Champions).
6. To be the lead and main contact for the students' union delivery of support for international students, ethnic minorities, students with disabilities, postgraduate students, parents and carers.
7. To ensure the effective representation and engagement of underrepresented students at Harper Adams, including the delivery of a programme of Union activity encouraging participation.
8. To actively represent the students and the students' union on university committees (particularly those related to community and engagement), including academic board.
9. To take the lead in supporting and developing the students' union volunteering opportunities.

Roles and Responsibilities

Academic Undergraduate Rep

The Academic Undergraduate Rep will champion campaigns related to Course Rep feedback and student issues to ensure that the student body's academic interests are reflected through the activities of the Union.

As the Academic Undergraduate Rep your purpose will be to:

- Represent Course Reps
- Campaign on issues relevant to Course Reps
- Work with the President and Vice President and wider student body on issues relating to undergraduate students
- To positively contribute and address other issues relating to the wider student experience as a Students' Union Executive member

As the Academic Undergraduate Rep, you will:

- Attend Harper Adams University Academic Board
- Represent Course Reps and Undergraduate students by gathering regular feedback
- Campaign on issues relevant to Course Reps
- Run AT LEAST one campaign or event in your time as a Rep
- To run any campaign or event spending past the relevant SU staff member
- Have a mini success plan so your students can hold you to account in your role and so you can map your plans for your role
- Be part of the SU Executive WhatsApp group for organisational purposes
- Attend SU Executive Meetings

- Attend all training provided by the Students' Union

Academic Postgraduate Rep

The Academic Postgraduate Rep will champion campaigns related to Course Rep feedback and student issues to ensure that the student body's academic interests are reflected through the activities of the Union.

As the Academic Postgraduate Rep your purpose will be to:

- Represent Course Reps
- Campaign on issues relevant to Course Reps
- Work with the President and Vice President and wider student body on issues relating to postgraduate students
- To positively contribute and address other issues relating to the wider student experience as a Students' Union Executive member

As the Academic Postgraduate Rep, you will:

- Attend Harper Adams University Academic Board
- Represent Course Reps and postgraduate students by gathering regular feedback
- Campaign on issues relevant to Course Reps
- Run AT LEAST one campaign or event in your time as a Rep
- To run any campaign or event spending past the relevant SU staff member
- Have a mini success plan so your students can hold you to account in your role and so you can map your plans for your role
- Be part of the SU Executive WhatsApp group for organisational purposes
- Attend SU Executive Meetings
- Attend all training provided by the Students' Union

International

The International Student Rep will champion campaigns related to international students and student issues to ensure that international students' interests are reflected through the activities of the Union.

Eligibility Requirements:

- You must be registered as an International Student
- You must be a current member of Harper Adams University and a member of the Students' Union

As the International Student Rep your purpose will be to:

- To act as a voice for international students and to lead the Students' Union work in this area
- To facilitate a forum for international students to feed into the work of the Students' Union

- To represent the interests of international students at a variety of meetings inside and outside the Students' Union
- To convene projects, events, campaigns and other activities relevant to these students.
- To positively contribute and address issues relating to the wider student experience as a Students' Union Executive member

As the International Student Rep, you will:

- Represent students by gathering regular feedback
- Campaign on issues relevant to International students
- Run AT LEAST one campaign or event in your time as a Rep
- To run any campaign or event spending past the relevant SU staff member
- Be part of the SU Executive WhatsApp group for organisational purposes
- Attend SU Executive Meetings
- Attend all training provided by the Students' Union

BAME Rep

The BAME Student Rep will champion campaigns related to BAME students and student issues to ensure that BAME students' interests are reflected through the activities of the Union.

Eligibility Requirements:

- You must identify as a 'Black, Asian and Minority Ethnic' student
- You must be a current member of Harper Adams University and a member of the Students' Union

As the BAME Student Rep your purpose will be to:

- To act as a voice for international and BAME students and to lead the Students' Union work in this area
- To facilitate a forum for BAME students to feed into the work of the Students' Union
- To represent the interests of BAME students at a variety of meetings inside and outside the Students' Union
- To convene projects, events, campaigns and other activities relevant to these students.
- To positively contribute and address issues relating to the wider student experience as a Students' Union Executive member

As the BAME Student Rep, you will:

- Represent students by gathering regular feedback
- Campaign on issues relevant to BAME students
- Run AT LEAST one campaign or event in your time as a Rep
- To run any campaign or event spending past the relevant SU staff member

- Be part of the SU Executive WhatsApp group for organisational purposes
- Attend SU Executive Meetings
- Attend all training provided by the Students' Union

Women's Rep

The Women's Rep will champion campaigns related to all women (including both cis and trans women, as well as those with complex gender identities who associate in some way with the term woman) and student and national issues to ensure that Women's interests are reflected through the activities of the Union.

As the Women's Rep your purpose will be to:

- To act as a voice for Women students and to lead the Students' Union work in this area
- To facilitate a forum for Women students to feed into the work of the Students' Union
- To represent the interests of Women students at a variety of meetings inside and outside the Students' Union
- Lead the Union's Women's Network in continuing to build an engaging, dynamic, and rewarding community of women students and make sure that the Network caters to and is inclusive of all its members
- Represent the collective interests and needs of women students to decision-making bodies within the Union
- To convene projects, events, campaigns and other activities relevant to these students

As the Women's Rep you will:

- Represent Women students by gathering regular feedback
- Campaign on issues relevant to Women students
- Run AT LEAST one campaign or event in your time as a Rep
- To run any campaign or event spending past the relevant SU staff member
- Be part of the SU Executive WhatsApp group for organisational purposes
- Attend SU Executive Meetings
- Attend all training provided by the Students Union

LGBTQ+ Rep

The LGBTQ+ Rep works to represent and support all members of the LGBTQ+ Community within Harper Adams University. They usually help deliver the student contribution to local Pride festivals, LGBTQ+ History Month, and attend and represent the SU. Represent the collective interests and needs of LGBTQ+ students to decision-making bodies within the Union.

As the LGBTQ+ Rep your purpose will be to:

- Represent LGBTQ+ students
- Campaign on issues relevant to LGBTQ+ students
- Work with the President and Vice President and the wider student body on issues relation to LGBTQ+ students
- To positively contribute and address issues relating to the wider student experience as a Students' Union Executive member

As the LGBTQ+ Rep you will:

- Represent students by gathering regular feedback
- Campaign on issues relevant to LGBTQ+ students
- Run AT LEAST one campaign or event in your time as a Rep
- To run any campaign or event spending past the relevant SU staff member
- Be part of the SU Executive WhatsApp group for organisational purposes
- Attend SU Executive Meetings
- Attend all training provided by the Students' Union

Disabled Students Rep

The Disabled Students Rep will champion campaigns related to Disabled Students feedback and student issues to ensure that Disabled Students interests are reflected through the activities of the Union.

As the Disabled Students Rep your purpose will be to:

- Represent disabled students
- Campaign on issues relevant to disabled students
- Work with the President and Vice President and the wider student body on issues relation to Disabled students
- To positively contribute and address issues relating to the wider student experience as a Students' Union Executive member

As the Disabled Students Rep, you will:

- Represent students by gathering regular feedback
- Campaign on issues relevant to Disabled students
- Run AT LEAST one campaign or event in your time as a Rep
- To run any campaign or event spending past the relevant SU staff member
- Be part of the SU Executive WhatsApp group for organisational purposes
- Attend SU Executive Meetings
- Attend all training provided by the Students' Union

Commuter Student Rep

The Commuter Students Rep will champion campaigns related to commuter students' feedback and student issues to ensure that commuter students interests are reflected through the activities of the Union.

As the Commuter Students Rep your purpose will be to:

- Represent commuter students
- Campaign on issues relevant to commuter students
- Work with the President and Vice President and the wider student body on issues relation to commuter students
- To positively contribute and address issues relating to the wider student experience as a Students' Union Executive member

As the Disabled Students Rep, you will:

- Represent students by gathering regular feedback
- Campaign on issues relevant to commuter students
- Run AT LEAST one campaign or event in your time as a Rep
- To run any campaign or event spending past the relevant SU staff member
- Be part of the SU Executive WhatsApp group for organisational purposes
- Attend SU Executive Meetings
- Attend all training provided by the Students' Union

Student Welfare Rep

The Student Welfare Rep will champion campaigns related to the welfare of our students by gathering feedback and student issues to ensure that the welfare of students is reflected through the activities of the Union. The student welfare rep will lead on ensuring that the Union promotes members mental, physical and social wellbeing.

As the Student Welfare Rep your purpose will be to:

- Represent student welfare within the SU
- Campaign on issues relevant to student welfare
- Work with the President and Vice President and the wider student body on issues relation to student welfare
- To positively contribute and address issues relating to the wider student experience as a Students' Union Executive member

As the Disabled Students Rep, you will:

- Represent students by gathering regular feedback
- Campaign on issues relevant to student welfare
- Run AT LEAST one campaign or event in your time as a Rep
- To run any campaign or event spending past the relevant SU staff member

- Be part of the SU Executive WhatsApp group for organisational purposes
- Attend SU Executive Meetings
- Attend all training provided by the Students' Union

Sports & Societies Rep

The Sports & Societies Rep will champion campaigns related to sports club and societies feedback and student issues to ensure that the membership of Sports clubs and societies issue are reflected through the activities of the Union.

As the Sports Club Rep your purpose will be to:

- Represent sports clubs and societies
- Campaign on issues relevant to sports clubs and societies
- Work with the President and Vice President and wider student body on issues relating to sports clubs and societies students
- To positively contribute and address other issues relating to the wider student experience as a Students' Union Executive member

As the Sports Club Rep you will:

- Attend meetings with the Sports and Societies Officer
- Support the creation and integration of new clubs and societies
- Represent sports clubs and societies by gathering regular feedback from club and society execs
- Campaign on issues relevant to members
- Run events in your time as a Rep
- To run any campaign or event spending past the relevant SU staff member
- Be part of the SU Executive WhatsApp group for organisational purposes
- Attend SU Executive Meetings
- Attend all training provided by the students' union

RAG Rep

The RAG Rep will be the ambassador for all of RAG's activities, and ensure that where possible all activities are reflected through the activities of the Union.

As the RAG Chair your purpose will be to:

- Chair RAG meetings
- Work closely with the RAG committee
- Attend the SU Executive meetings and report on RAG's progress
- Ensure that all committee members are fulfilling their roles successfully.
- Adhere to all HASU policies

- To positively contribute and address issues relating to the wider student experience as a Students' Union Executive member

As the RAG Rep you will:

- Attend meetings with the HASU Finance Officer to review activity and the RAG account
- Support the creation and development of RAG activity on campus
- Support sports clubs and societies with RAG activity
- Represent and promote the RAG chosen charities across fundraising activity
- Maintain accurate accounts for RAG and lead all on major RAG events
- Run AT LEAST one campaign or event in your time as a Rep
- To run any campaign or event spending past the relevant SU staff member
- Be part of the SU Executive WhatsApp group for organisational purposes
- Attend SU Executive Meetings
- Attend all training provided by the students' union

Students' Union Charity Trustees (2 Positions available)

As an Elected Student Trustee your purpose will be to:

- 1 Ensure that HASU acts in accordance with its charitable objects, constitution and other guiding documents and, in particular, remains true to its Mission, Vision and Values.
- 2 Ensure that HASU complies with all relevant legislation and regulations including relevant charity acts and education acts.
- 3 Ensure that HASU does not undertake activities that put its financial stability, members or reputation at undue risk.
- 4 Work with other Trustees, staff and volunteers in a constructive manner.
- 5 Participate fully in Board meetings and join one of the Board's sub-committees.
- 6 Use personal skills and experience to ensure HASU is well run and efficient.
- 7 Seek external professional advice where there may be material risk to HASU or where the Trustees may be in breach of their duties, or at any other appropriate moment.
- 8 Add value to the Board and HASU through generating ideas, challenging the status quo, broadening thinking and supporting and promoting innovation and creativity.

As an Elected Student Trustee you will:

- 1 Represent students at Harper Adams by gathering regular feedback.

- 2 Campaign on issues relevant to students.
- 3 Run at least one campaign or event in your time as an officer.
- 4 Be a part of the union council officer WhatsApp group for organisational purposes.
- 5 Attend SU Executive meetings.
- 6 Attend all training provided by the Students' Union.

Please note: the Student Trustee cannot work in a paid capacity for HASU.

Notes on being a Students' Union Charity Trustee

To run for this position, you must be able to confirm the following:

- You do not have an unspent conviction for one or more of the offences listed here*
- You must not have an IVA, debt relief order and/or a bankruptcy order
- You must not have been removed as a trustee in England, Scotland or Wales (by the Charity Commission or Office of the Scottish Charity Regulator)
- You must not have been removed from being in the management or control of any body in Scotland (under relevant legislation)
- You must not have been disqualified by the Charity Commission
- You are a disqualified company director
- You are not a designated person for the purposes of anti terrorism legislation
- You are not on the sex offenders register
- You have not been found in contempt of court for making (or causing to be made) a false statement
- You have not been found guilty of disobedience to an order or direction of the Charity Commission

*https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fassets.publishing.service.gov.uk%2Fgovernment%2Fuploads%2Fsystem%2Fuploads%2Fattachment_data%2Ffile%2F820804%2FDisqualification_Reasons_Table_v2.odt&wdOrigin=BROWSELINK

Brief introduction to the Union and Elections

We have a constitution. This is a document which sets out how we shall run and what powers we have. We are legally bound to adhere to this document, the Education Act 1994, the Charities Act, and other relevant laws.

We have a Strategic Plan. This sets aims and targets that you will be expected to achieve over the year.

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We have an Executive Committee to represent members, manage what we do and implement the Strategic Plan. The Executive Committee should act in the best interests of its members.

We have a Board of Trustees. This Board is responsible for ensuring that Harper Adams Students' Union is meeting legal requirements and spending its funds accordingly, while protecting the Union's sustainability, professional image, and reputation. The Board of Trustees have the power to over-rule the Executive, as set out in the Constitution, but will generally not intervene unless there are legal or financial reasons.

The Election Process is run by the Returning Officer (RO) who shall have the final say in any dispute. The Returning Officer will usually appoint a Deputy Returning Officer (DRO) who may be a senior member of Union Staff within the Students' Union to deal with issues in the first instance.

Key Dates:

Nominations Open

12th February 10:00am – 26th February 10:00am

Please nominate yourself online at www.harpersu.com/elections

Interested in Running the Union? Potential Candidate Q&A, Virtual

15th February – 12:00

Meeting ID: 324 263 627 163

Passcode: Eu4iAC

21st February – 12:00

Meeting ID: 330 394 847 993

Passcode: TetEat

Candidate Briefing – One Hour Session (Please ONLY attend ONE)

Tuesday 26th February – 12pm (M30), 13.00 (M30), 17:30 (M30)

This is where you will be given all the information you need to know about the Elections.

THIS IS COMPULSORY!

Meet the Candidates (filming)

Tuesday, 27th February (17:00), SU Office

Candidates running for the role of President and Vice President will be required to join us on the evening of the 1st of March to record a video introducing themselves and why they are running for the role.

Campaigning begins

Tuesday, 27th February (18:00)

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Campaigning will begin after candidates have been confirmed by the Deputy Returning Officer and candidates briefings have been held.

Voting Open

Monday, 4th March (09:00) – Wednesday, 6th March (17:00)

Voting will be online. Each student will receive a bespoke link to their Harper Adams email address where you will go to cast your votes. You cannot share this link, as it will only allow you to vote.

Ballot Counting

Wednesday, 6th March, (17:00)

The count will be done electronically and will be checked by the Deputy Returning Officer. Once the count has started, HASU will not be able to receive any complaints.

Elections Results

Wednesday, 6th March, 19:00, the Welly

A large announcement of the winners will take place in the Welly.

Why Should I Stand for Election?

You may have many reasons, but the most important for the organisation is: **to enhance the university experience of every Harper Adams student.**

As an elected officer, or a Student Executive, you could help improve student's education, organise activities and trips, attend University meetings with senior management, write publications, or lead a campaign. Not only does this benefit others, it also makes you stand out from your peers in an interview and makes you more employable.

How to Stand:

Step 1 – Nominate yourself and write your manifesto.

Very simple! Log onto www.harpersu.com/elections and fill in the very short form.

You will be asked to create your manifesto. This is a basic outline to explain who you are, what you would like to achieve should you get elected, why people should vote for you and other details you think are useful.

Step 2 – Candidates Briefing

YOU MUST ATTEND THIS MEETING as it is an essential part of the election process. It usually lasts one hour and will be delivered by the Union Director who will act as the Deputy Returning Officer for the elections, alongside the Returning Officer.

The briefings will be on Tuesday the 26th February at the following times: **12pm, 13:00, 17:30** in room M30.

If you think you are unable to attend, you must get in touch in advance or risk disqualification.

The meeting also provides an ideal opportunity to ask any final questions, any remaining important details and receive any last-minute updates on the voting process.

Step 3 – Meet the Candidates/Campaigning 27th February (17:00), SU Office

Meeting the Candidates (also known as Hustings) is your opportunity to tell everyone why you are standing and hopefully persuade them to vote for you. You will often find this is where you can win those ‘on the fence’ votes from people who have not yet made a decision on who to vote for. You will need to prepare a one-minute speech on why people should vote for you.

A note for those running for President or Vice President:

Campaigning can never be underestimated. This is how you will engage with the very people you hope will vote for you. During the campaigning process it is important to focus on what you aim to achieve should you be elected. This is the most exciting part of the whole process (after hearing the results of course!). It can also be hard work so plan ahead. Be creative and ensure you get noticed (for the right reasons) by the voters, and don’t forget to tell people HOW TO VOTE. The best campaign in the world won’t win if people don’t know how to vote.

Step 4 – Voting

At Harper Adams Students’ Union we use Single Transferable Voting (STV). This will be explained further at the candidates briefing. The main thing to know is that voters rank candidates in preference order rather than voting for one person.

To vote, each student will receive an independent email with a bespoke link which will direct them to the voting page. STUDENTS CAN NOT SHARE THIS LINK as each student will receive their own. ONLY ONE VOTE for each election can be made per link.

What Happens next?

The elections ballot will be counted by the DRO (Union Director) and The President (Unless re- running where a suitable HASU staff member will be asked to attend) in the Students’ Union by checking the online ballot system.

Results will be announced on **Wednesday 6th March** at **19:00** in the Welly.

Do's and Don'ts of being a GOOD candidate...

The do's

- Do go out and talk to students
- Do enjoy it as much as possible
- Do be aware that students get very fed up of the constant hassle of electioneering very quickly; think of different and exciting ways to campaign
- Do remember to eat and drink and remember to take regular breaks – the same should go for your campaigners
- Do be able to sum up why a person should vote for you in 30 seconds
- Do be creative and make things
- Do make a fun and entertaining video online using the #HASUElections
- Do use social media to promote your campaign
- Do make sure you do lots of lecture shout outs (with permission from the lecturers)
- Do have a clear message
- Do keep your best campaign ideas secret until you actually start using them
- Do behave in a respectful manner to students, candidates and the public; remember, the way you conduct yourself will affect the public's perception of all Harper students
- Do remember that EVERY ELECTRONIC DEVICE IS A BALLOT STATION!

The don'ts

- Don't harass students. THEIR vote is THEIR decision
- Don't decide not to run because you are afraid you won't get elected
- Don't overwork yourself and your campaign team
- Don't be put off if one student is disinterested or rude to you, the majority will be interested
- Don't be unfair to other candidates by taking their posters down or negatively campaigning as this can be classed as bullying
- Don't promise things that you can't achieve
- Don't use commercial endorsements
- Don't stand near a student who is casting a vote
- Don't spend your own funds on your campaign – stick to the funds allocated to you

Fair Usage Policy

Below are items that fall under the "Fair Usage Policy". This is to allow students the freedom to use items that are classed as "free and easy to get hold of".

For example, all students should be able to get hold of paper and pens and would therefore NOT have to declare them in the budget.

If you are unsure about anything, don't risk it – simply ask the DRO.

What is a Campaign and How Do I Do It?

Campaigning is one of the most important parts of the election process; a bad one can have negative effects on your election.

Item	Notes/Examples/Costs to budget
Materials used to affix publicity (please remember that in putting up publicity you must not cause damage)	Blue Tac, Drawing Pins, Rope
Art materials (please remember that you may not graffiti interior or external surfaces)	Pens, Pencils and Paint (including face/body/fabric paint), String Wool, Glitter etc
Any materials used that were free of charge to obtain, and are freely available to the opposing candidates	Cardboard Paper
Misc.	<p>Safety Pins, Cellotape, Envelopes, Bamboo Sticks, Wooden posts/stakes.</p> <p>Candidates may create election specific or use personal social media accounts, but may not use professional or 'corporate' accounts that have set up in a non-personal capacity. These personal accounts can be used to advertise in public or private groups.</p> <p>Websites & Blogs not set up primarily for election purposes/non-election specific domain names are free & fair use.</p> <p>Databases where a private message can be sent to an individual may only be used with the official endorsement of the owner of that database. For the avoidance of doubt commercial endorsements are not allowed.</p> <p>Clubs/societies must democratically decide by a vote of their committee or their membership to endorse a candidate. The club/society must retain information that a formal decision was made.</p>

Following the steps below can help you think about the things that are important, why they are important and how you intend on letting people know that YOU are the right person for the job.

Planning Your Campaign

Why are you standing?

The first thing you should do is to set aside a few hours to think about why you want to run, what you would do for students and how you plan on conveying that message.

These ideas (what you want to change) should then be fleshed out into your manifesto.

Your next step should be to contact a couple of close friends to run your ideas by them and to try and develop a clear message and brand for your campaign. In the early planning stages, try to keep these meetings to just a few people as you don't want to over-complicate your ideas. Remember to keep it simple and understandable for those who may not understand student politics.

Who do you represent?

Most importantly you should consider the students you hope to represent – after all this is why you are running for election. Remember, people's experiences at university can vary because of social, cultural and other differences. So, think about issues that will be common to everyone regardless of their background.

A good starting point is the one thing you have in common: you are all at university to get a degree and further your education. You can then start thinking about a broader range of issues that affect different people – running ideas past specific groups if you're unsure about something. A great way of doing this is to go along to student groups meetings, and ask them directly about what they'd like to change.

What Are Your Key Policies?

Having thought about the different types of students you will be representing, and the issues that affect them most, you should try and shape these into your key policies for your campaign.

A good number to aim for is four or five that you think are:

- The most important, and
- The most appealing to students.

The more original or creative these are, the more you'll set yourself apart from the other candidates. You need to tread the line between populism (what students want) and what is

achievable in a year – students will remember if you haven't delivered on your promises and want to run in further elections!

Your manifesto will be online and available to the public – keep this in mind when writing your manifesto as you will have many different students from different backgrounds and cultures.

REMEMBER! KEEP YOUR MANIFESTO INTERESTING AND TO THE POINT!

If you're in doubt about whether you are able to campaign on something, ask yourself three questions:

- Does it affect the students I'm running to represent?
- Have I got an idea how to solve or improve it?
- Is it realistic? For example, will it have huge financial implications?

Finally, remember to put your name and photo onto your manifesto so people recognise who they are voting for.

Campaign Publicity

Social Media

Facebook is a great way to make lots of students aware of your campaign in an instant. You are able to set up groups or "LIKE" pages very quickly and very easily. You are able to use this space to enhance, extend or explain your manifesto further.

Twitter can also be used effectively whilst campaigning. You are able to set up a campaign account if you would rather not use your personal one. Remember to use the #HASUELECTIONS

YouTube is also an easy way to grab attention. You can use this to create videos about what you want to achieve or be more creative by making the most of your musical talents. Think outside the box!

At HASU we have a zero-tolerance policy to bullying of any kind, including that on social media, so please do not harass other candidates and concentrate on your own policies.

Be Creative!

The more creative you are, the more you'll get noticed – so try to stand out from the crowd. However, always remember the following things whilst trying to "stand out":

- WHY you are running – it's easy to get caught up with trying to stand out and forgetting your own policy.

- Stick to the Code of Conduct, Fair Usage Policy and be sensitive to others.
- Finally, try to get all of your friends on board with your policies by creating a campaigns team. This will help you spread your message quicker and will show that people already support you.

Affiliations

Some candidates approach sports clubs and societies for support. This is a great way of getting votes, however, this must be an official decision made by the club/society's committee and they must have proof that a vote on this decision has taken place.

Candidates are NOT permitted to use ANY commercial endorsements. Anyone found doing this will be immediately disqualified.

DO NOT CAMPAIGN IN THE LIBRARY

This is an area for students to study and is a 'no-campaign zone'. Any candidates found campaigning in the library will face disciplinary action and potential disqualification.

Rules and Regulations

Whilst Harper Adams Students' Union has a very liberal approach to the conduct of our elections, there are a few rules which ensure that the true spirit of the process is upheld and that the election(s) can be deemed fairly and properly conducted in accordance with our Constitution and accepted custom and practise. These are:

General Rules:

- 1 For the purposes of these rules, 'candidate' includes any members of a campaign team.
- 2 No candidate shall cast, or attempt to cast a vote, or encourage another person to cast a vote on behalf of another.
- 3 Candidates must not state in publicity material of any kind that they or any of their policies/ideas have been endorsed by the Union, SU Executive Committee or any individual members of Union Staff.
- 4 Candidates must not state in publicity material of any kind that they or any of their policies/ideas have been endorsed by the University or its staff.
- 5 Candidates will not bribe or attempt to bribe voters.
- 6 Candidates may not campaign within the vicinity of a voting station, so as to place undue pressure on those voting (5m). Similarly, campaign materials may not be left at a voting station. This also applies to electronic voting, which includes any electronic device. For the avoidance of doubt, candidates should not be near any student who is casting any vote through any device or ballot station.

- 7 A three-strike system will be in use. Minor rule breaks will incur a strike. On the 3rd strike a candidate will be disqualified from the election. A warning shall be given before the first strike. After this no further warnings shall be given. For more serious offenses other penalties may be given instead of/as well as a strike. For more serious offences the individual may be subject to HASU or Harper Adams University's disciplinary procedures. All penalties are at the discretion of the Returning Officer and/or their deputy.
- 8 The DRO shall keep a complaints log and take appropriate action if a complaint is received. Complaints will not be accepted unless they are in writing and accompanied by the complainant's name. This will be kept confidential only where appropriate (not anonymous).
- 9 Campaigning officially begins following the Candidates Briefings.
- 10 All Candidates must attend the Candidates Briefing as stated in this pack.
- 11 The RO (or deputy RO) may alter these rules at their discretion to ensure a smooth election, whilst protecting the Unions' reputation. Notification of changes shall be sent by email and candidates also notified of changes at the daily briefing.
- 12 Candidates will be refunded up to £50 each and are not to spend more than this amount. You will need to submit receipts for reimbursement.
 - a. The SU will also print you up to 50 sheets of a4 printing for posters/flyers
 - b. Candidates should be aware of the environmental impact that their campaign may have. These rules are designed to allow flexibility and creativity, however forms of campaigning may be banned at any time should they be deemed to get excessive e.g. too much use of paper.
 - c. No more than 50% of the campaign budget should be spent on paper.

Candidates and Campaign Teams

Candidates are responsible for their campaign teams and must ensure that anyone campaigning on their behalf understands the rules. Any rules broken will incur penalties against the candidates and not the individual student, with the exception of misconduct which is subject to the Students' Union and/or the University disciplinary procedures.

Campaign Materials

- 1 Campaign materials are not to be offensive, inflammatory or bring the Unions' name into disrepute. Constructive criticism however is allowed as long as a candidate is clearly showing why their ideas improve on others.
- 2 All campaign materials must be checked before use by the DRO, or nominated person in their absence.
- 3 Candidates may be as creative as they can and may use any facilities on campus as long as they have permission that can be easily checked should a complaint arise. Candidates are encouraged to submit evidence of this at the time of having materials checked.

- 4 Candidates may not move any materials to make room for their own campaigns (unless they have written permission prior to doing so). Candidates are encouraged to plan ahead.
- 5 As soon as a Nomination has been accepted by the Deputy RO, a Nominee is then a candidate. From this point on they may ask for any campaign materials to be checked and their use pre-agreed.
- 6 Online campaigning is allowed, in any online media, subject to the above rules. Online material however does not need to be pre-approved, but will be subject to severe disciplinary action if found to break these rules. Online campaigning may only begin from 18:30 on 26th of February 2023.

Complaints/Appeals

Disciplinary and Disqualification

- 1 No candidate or other person shall make or cause to be made deliberate misrepresentation of other candidates either verbally or on any publication or by any other means.
- 2 No candidates or any other person shall bribe, or attempt to bribe, any elector in any way whatsoever.
- 3 A candidate may be subject to disciplinary procedures including disqualification if they or someone acting on their behalf or for their benefit;
 - a) Bring HAU of HASU into disrepute;
 - b) Responsible for corrupt practice (as defined by the Returning Officer);
 - c) Disrupt elections;
 - d) Dishonest conduct;
 - e) Act to threaten, intimidate, deceive, coerce, collude, conspire or use force to interfere with the election process;
 - f) Falsify, deceive, deface or destroy any election material;
 - g) Artificially create an advantage that any other candidate cannot reasonably (as determined by the Returning Officer or their nominee) replicate;
 - h) Interfere in a vote or voting process; or
 - i) Act in a way that infringes the rules and regulations set out by the Returning Officer.
- 4 A candidate may be subject to disciplinary procedures, including disqualification if they breach any Union or University policy or regulation.
- 5 If a candidate faces disciplinary, the procedures can be found in the - Disciplinary Procedures for Members of Harper Adams Students' Union.

Complaints and Right of Appeal

- 1 Complaints shall be made in writing to the Deputy Returning Officer. The Deputy Returning Officer shall investigate and aim to respond to any formal complaint within 48 hours.
- 2 There shall be a Right of Appeal for complaints, which shall be referred to the Returning Officer. The nature of any appeal to the Returning Officer shall only be based on whether the Deputy Returning Officer's decision was not:
 - a) Entirely based on appropriate regulations and/or;
 - b) Fair, proper and unbiased.
- 3 The Returning Officer's ruling shall be final.

Frequently Asked Questions

Are there any rules?

Yes. See the rules section of this pack. It is important you read and understand these. If you do not understand them, please ask for them to be explained further or you risk disqualification from the election.

How does voting happen?

Voters can go to our website, www.harpersu.com where they will be able to read your statements/manifestoes, and follow the instructions to cast their vote. The voting system has security measures to ensure that voters can only vote once. They have to vote for EVERY position at once, so encourage them to speak to all candidates before voting, and make every effort to speak to as many students as soon as you can.

Can I vote as a candidate?

Yes, and you can vote for yourself!

What sort of vote is it?

We use a system called Single Transferable Vote. This means that when you vote you will have to rank all candidates according to your preference for each position. A candidate needs 50% +1 of the total valid votes to win the election. If no-one receives this then the person with the least votes is 'knocked out', and the votes for them will transfer according to their second preference to be recounted and so on until someone has received enough votes to win.

Who counts the votes?

The count will be overseen by the Returning Officer or their Deputy. You are entitled to watch this, as explained at the Candidates Briefing.

Can my friends help?

Yes! Your friends may join your campaign team. However, remember that YOU are responsible for their actions – ensure they have also read the rules.

My friend is also running for another position, can I support them?

You may vote for them, but not campaign in any way for them as a candidate yourself. More details can be found in the rules section.

Can I campaign under a nickname?

Yes, but remember that the ballot paper will be in the format of FIRST NAME “Nickname” LAST NAME – please use this format on your nomination form otherwise it may not be included – if you use a nickname and voters can’t see it on the ballot sheet you may LOSE votes.

Will I receive training?

Yes, you will have to attend a compulsory session called the ‘Candidates Briefing’. In the candidates briefing we will provide you all the information and tips and tricks you need to run a successful campaign.

What is a Students’ Union Officer?

Students’ union officers are elected by the student body to hold a number of roles within the students’ union, ensuring that students at Harper Adams are represented.

What is the difference between Executive Committee members and Sabbatical Officer roles?

Sabbatical Officers represent students and manage the Union on a day-to-day basis, making decisions in the best interest of the members. Other roles elected in these elections are supporting roles (SU Executive) to ensure that Harper Adams Students’ Union runs as efficiently as possible. They are all vital to ensuring Harper Adams Students’ Union can achieve its objects as efficiently as possible. The Executive Committee is responsible to the Student Body, and their decisions may be subject to approval by Harper Adams Students’ Unions’ Board of Trustees.

What is the difference between a voluntary role and a Sabbatical position?

Most roles are voluntary, this means you will hold the position and will be expected to undertake the responsibility of the role alongside your course. A sabbatical role means you will either take a year out of study or stay a year longer after your study to work full time for Harper Adams Students’ Union.

You will also receive an honorarium (effectively a monthly salary).

Who is RON?

You may have heard people talk about R.O.N. This stands for Re-Open Nominations and is not (as some people believe) someone who has stood in our elections for many years and has never left Harper Adams. Re-Open Nominations will appear on all ballot papers and is a voters’ chance to vote to re-open the election if they don’t like the candidates available.

Can R.O.N. run a campaign?

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A student may run a campaign on behalf of Ron to Re-Open a position. This cannot be a campaign against a single candidate in a contested election. They will have to run it to the same rules as stated in this pack. For more information, please contact the Deputy Returning Officer.

What do I do if I'm not happy or want to complain?

Please see the Complaints Procedure.

When does it all happen?

Please see the Key Dates list

Contact Details

Deputy Returning Officer

Michael Gale (Union Director at Harper Adams Students' Union)

mgale@harper-adams.ac.uk

Returning Officer

Colina Wright (Chief Executive Officer at Derby Students' Union)

To be contacted via the Deputy Returning Officer